

Memorandum

To: Cal/OSHA Employees

Date: 2 September 2003

From: Len Welsh
Acting Chief
Division of Occupational Safety and Health



Subject: **FFY 2004 ANNUAL Cal/OSHA PERFORMANCE PLAN**

At the beginning of each Federal Fiscal Year (FFY) on 1 October, State-Plan States like California are required by federal law to submit an **Annual Performance Plan** for Federal OSHA's approval.

The Annual Performance Plan sets forth performance goals for selected programmatic activities that are designed to move the State closer to achieving its Five-Year Strategic Goals. The purpose of this memorandum is to inform you about the enforcement and consultation performance goals of Cal/OSHA's 2004 Annual Performance Plan.

In 1999, the Division selected three "strategic" (major planning) goals for its Five-Year Strategic Plan, covering the federal fiscal years (FY) 1999 through 2003. In 2003, the Division again adopted these strategic goals for the period covering the federal fiscal years (FY) 2004 through 2008.

Our Five-Year Strategic Goals are as follows:

- Strategic Goal 1** **Improve workplace safety and health** for all workers, as evidenced by fewer hazards, exposures, injuries, illnesses, and fatalities.
- Strategic Goal 2** **Change workplace culture** to increase employer and worker awareness of, commitment to, and involvement in workplace safety and health.
- Strategic Goal 3** **Secure public confidence** through excellence in the development and delivery of Cal/OSHA's programs and services.

For the 2004 Annual Performance Plan -- which begins on 1 October 2003 and ends on 30 September 2004, nine performance goals have been selected for the Cal/OSHA Program. Please refer to the Table at the end of this memorandum.

The 2004 Performance Goals are ones that both the Cal/OSHA Consultation Service and the Cal/OSHA Enforcement Unit can work toward achieving by applying in their separate capacities, the programmatic tools that are unique to each.

Strategic Goal 1

"Improve Workplace Safety and Health"

Three Performance Goals for FFY 2004

Two of the three 2004 Performance Plan Goals are a continuation of projects initiated in the 2000, 2001 and 2002 Plans, e.g., CSHIP and HHEP. The third Performance Goal is new and is entitled Young Worker Safety and Health.

Performance Goal 1.1 Construction Safety and Health Inspection Project

2004 Activity and Outcome Measures:

Enforcement: The Cal/OSHA Enforcement Unit will maintain the average number of inspections in Construction as were conducted in calendar years 2000, 2001, and 2002. The Cal/OSHA Enforcement Unit will modify its inspection planning process in FFY 2004 as the Division has learned that certain kinds of residential construction work, e.g., fascia board installation, are often performed on weekends. Therefore, 50% of residential construction sweeps will be conducted on Saturdays.

Note: The average number of inspections conducted in CY 2000, 2001, and 2002 was 3,090.

Consultation: The Consultation Service will maintain the same public relations and on-site assistance activity objectives for the construction industry as were stated in the FFY 2003 Annual Performance Plan. However, the activities will be focused more on multi-employer and residential construction sites. The emphasis at these sites will include evaluating and assisting in the development and implementation of effective injury and illness prevention programs, and increasing the awareness of the need for appropriate fall protection requirements and safeguards. To achieve this goal:

- 1) The Consultation Service will conduct 350 construction on-site assistance visits for FY 2004.
- 2) 60% of construction sites will be multi-employer and/or residential sites.
- 3) 90% of the construction sites will have contractor injury and illness prevention plans evaluated with any subsequent improvement recommendations discussed in the report.
- 4) The Consultation Service will be involved in 25 interventions with the construction and workers' compensation industries.

For outcome measures, the combined efforts of both Enforcement and Consultation CSHIP activities will reduce fatal injuries, as measured by the Census of Fatal Occupational Injuries and Illnesses in Construction in 2004¹ to

¹ The Cal/OSHA Enforcement Unit conducted 2,923 construction inspections in calendar year 2000, 3,020 in calendar year 2001, and 3326 in calendar year 2002.

below the baseline total of 97 (44.3% were related to falls) in 2001² and will reduce nonfatal injuries, as measured by the total lost workday incidence rate in the 2004 Survey of Nonfatal Occupational Injuries and Illnesses, in Construction compared to the baseline of 5.3 in 2001³.

Performance Goal 1.2 High Hazard Employer Programs

2004 Activity and Outcome Measures: The High Hazard Unit and the Cal/OSHA Consultation Service will maintain the average level of enforcement, educational, public relations and on-site assistance activities as conducted in calendar years 2000, 2001, and 2002.

Note: The average number of High Hazard Unit inspections in 2000, 2001, and 2002 was 440. The average number of Targeted Consultation Program visits in 2000, 2001, and 2002 was 500. The average number of high hazard employer consultative visits in 2000, 2001, and 2002 was 1535.

Targeted Enforcement: The High Hazard Industry List was established by starting with a list of SIC codes for industries with a Lost Workday Incident Rate of more than twice the average lost-workday incident rate for all industries, or 6.2. This list consisted of nineteen SIC codes. Based on operational considerations, seven were selected for primary emphasis and twelve for secondary emphasis.

High Hazard Inspection Unit will concentrate on Carpentry and Floor Work (SIC 175), Sawmills and Planning Mills, General (SIC 2421), Millwork (SIC 2431), Wood household Furniture (SIC 2511), Ship Building and Repairing (SIC 3431), Bread, Cake, and Related Products (SIC 2051), Bottled and Canned Soft Drinks (SIC 2086). For the industries selected, inspections will be focus primarily on the types of violations prevalent in that particular industry

Plumbing, Heating, Air-Conditioning (SIC 171), Upholstered Household Furniture (SIC 2512), Refrigeration and Service Machinery (SIC 358), Current-Carrying Wiring Devices (SIC 3643), Motor Vehicles and Equipment (SIC 371), Dairy Products (SIC 202), Canned Fruits and Vegetables (SIC 2033), Dehydrated Fruits, Vegetables, Soups (SIC 2034), Sugar and Confectionery Products (SIC 206), Transportation by Air (SIC 45), Sanitary Services (SIC 495), Nursing and Personal Care Facilities (SIC 805).

The High Hazard Unit will evaluate ergonomic issues on inspections whenever applicable.

Consultation Service: High Hazard establishments for this purpose are defined as (1) establishments within industries (designated by Standard Industry

²In 2001, the California Census of Fatal Occupational Injuries (Cal/CFOI) indicated 97 deaths in Construction SIC Codes, up from 95 deaths in 2000—a 2% increase. Falls to a lower level increased from 63 in 2000 to 76 in 2001, and falls from roofs also increased from 14 in 2000 to 15 in 2000—a 7% increase.

³In 2000, the total lost workday case incidence rate for Construction was 5.5, up from 5.0 in 1999—a 9% increase. However, the total lost workday incidence rate for 2001 was 5.3 – a 5 % decrease from 2000.

Classification or National American Industry Classification System codes) that have been determined by Federal OSHA and California to be highly hazardous to workers, or (2) as establishments that have experience modification rates at or exceeding 125%. The emphasis at these sites will include evaluating and assisting in the development and implementation of effective injury and illness prevention programs.

(1) The Consultation Service will promote and target at least 90% of its on-site activities in establishments classified as high hazard according to the criteria given above. These activities are expected to yield:

- A) 500 on-site visits to establishments with experience modification factors of 125% or greater;
- B) 350 on-site visits to construction worksites as proposed in Goal 1.1; and
- C) 1310 visits to establishments in high hazard industries as determined by federal and state SIC/NAICS codes.

For outcome measures, the HHEP will reduce fatal injuries, as measured by the 2004 Census of Fatal Occupational Injuries, in high hazard industries compared to the baseline of 455 fatalities in all private industry in 2001⁴ and will reduce nonfatal injuries, as measured by the total lost workday incidence rate in the 2004 Survey of Nonfatal Occupational Injuries and Illnesses, in high hazard industries compared to the baseline of 3.1 in 2001⁵.

Performance Goal 1.3 Young Worker Safety and Health

2004 Activity and Outcome Measures: The Consultation Service will initiate this project by researching industries that employ a high number of young workers and have a high number of injuries and illnesses. At least one of these industries will be selected to target for on-site visits. This industry will be selected by the end of the first quarter of the federal fiscal year 2004.

- 1) 95 on-site visits will be performed at establishments with experience modification factors of 125% or greater in the targeted industry.
- 2) 100% of the 95 visits will include injury and illness prevention program evaluations with any subsequent improvement recommendations discussed in the report.

For outcome measures, 2004 industry statistics will be compared to the current number of nonfatal injuries, as measured by the total lost workday incidence rate for the same industry in the 2001 Survey of Nonfatal Occupational Injuries and Illnesses.

⁴ In 2001, the California Census of Fatal Occupational Injuries (Cal/CFOI) indicated there were 455 fatalities in all private industry.

⁵ Division of Labor Statistics and Research. Table 5. Incidence rates of nonfatal occupational injuries and illnesses by industry division and selected case types, 1999-2001. Available at www.dir.ca.gov/DLSR/Injuries/2001/AnSum/Tab5.pdf

Strategic Goal 2

"Change Workplace Culture"

Four Performance Goals for FFY 2004

Changing workplace culture is a difficult task, and to a certain extent all of Cal/OSHA's interactions with employers and workers contribute toward that Strategic Goal. In 2002, we developed two areas in the Cal/OSHA Program that contribute a unique performance perspective. These were the Partnership Programs and Educational Outreach to Agricultural Workers, Worker Advocacy Groups and Employers. We plan to continue them. In addition, "Eliminating Repetitive Motion Injuries" and "Hispanic Safety and Health" are two new Performance Goals that have recently been added.

Performance Goal 2.1 Educational Outreach to Agricultural Workers and Related Industries

2004 Activity and Outcome Measures:

Enforcement: The Cal/OSHA Enforcement Unit will work collaboratively with agricultural worker advocacy groups to increase compliance at agricultural worksites through education, outreach, and referral inspections. Due to the largely Spanish-speaking agricultural workforce in California, Cal/OSHA Enforcement will strive to increase awareness of workers rights and employers responsibilities through an increase in bilingual educational and public relations efforts that target worker advocacy groups, employers, and workers. This strategy, to rely more heavily on referrals from external advocacy groups and complaints from agricultural workers themselves, represents a departure from the previous targeting strategy, i.e., random "sweep" inspections. In FY 2004 Cal/OSHA Enforcement will conduct the same number of programmed inspections as conducted in FY 2002 (335).

Consultation: The Consultation Service will continue to emphasize educational outreach through increased training at on-site visits, development of educational products, and safety and health promotional activities.

Performance Goal 2.2 Eliminating Repetitive Motion Injuries

2004 Activity and Outcome Measures:

The Consultation Service will emphasize educational outreach through the development and distribution of ergonomic educational products. High hazard industries will be targeted for promotional and outreach activities. It is anticipated that 15,000 publications will be distributed by the Consultation Service, downloaded via the Internet, or electronically read from a computer CD-ROM. In addition, the Research and Education Unit will begin developing two new educational products regarding ergonomic tool selection and material handling.

Performance Goal 2.3 Hispanic Worker Safety and Health

2004 Activity and Outcome Measures:

The Consultation Service will direct educational activities toward the Hispanic working community and reduce their numbers of injuries and illnesses on the job by interacting directly with Hispanic workers at the worksite, participating at meetings, and working with relevant associations. To achieve this, the Consultation Service will perform 75 on-sites at agricultural sites. Target sites will include farm labor contractors and agricultural employers with experience modification factors of 125% or greater. Additionally, the Consultation Service will be involved with 20 interventions aimed at farm labor contractors and agriculture safety organizations.

In construction, 50 of the 350 construction on-sites will include assistance and/or training provided in Spanish. Spanish publications to be distributed will exceed 9,000 during FFY 2004. Distribution to high hazard industries and establishments with high numbers of Hispanic workers will receive priority.

Performance Goal 2.4 Partnership Programs

2004 Activity and Outcome Measures:

The Cal/OSHA Consultation Service will work to change workplace culture by partnering with and giving recognition to employers who have exemplary safety and health programs or are actively in the process of developing such programs.

Consultation Activities Involving Partnership Programs:

- The Cal/OSHA Consultation Service will enroll 22 new establishments into the Division's entry-level partnership program - Golden Gate.
- The Cal/OSHA Consultation Service will enroll 5 new establishments into the Division's intermediate level partnership program - Golden Eagle (S.H.A.R.P for fixed worksites).
- The Cal/OSHA Consultation Service will enroll 3 new establishments into the Division's leadership level partnership program - Golden State (S.H.A.R.P for fixed worksites.)
- Three new establishments will be enrolled into the Division's current Cal/VPP for fixed site establishments.

Strategic Goal 3

"Secure Public Confidence"

Two Performance Goals for FFY 2004

Under **Strategic Goal 3**, the performance goal of improved "service delivery" has been included. For enforcement this performance goal addresses how promptly the Cal/OSHA Enforcement Unit initiates fatality investigations, e.g., fatality investigation

response time. For consultation, this performance goal addresses how timely Consultation makes available its on-site services when a request is received.

Performance Goal 3.1 Fatality Investigation Response Time

2004 Activity and Outcome Measures: The Cal/OSHA Enforcement Unit will improve its Fatality Investigation Response Time (i.e., the time it takes to initiate an Opening Conference once the District Office receives a fatality report). The current percentage of responses completed within 8 to 24 hours of receipt of a fatality report (as measured in the calendar year 2001) will be increased to greater than 90%, a 4 percent improvement.

Performance Goal 3.2 Customer Satisfaction

2004 Activity and Outcome Measures: The Cal/OSHA Consultation Service will ensure that employers who request on-site consultative assistance receive the requested services within the time frames set forth by Federal OSHA as appropriate in 90% of cases.

Customer surveys will be distributed to 20% of the employers who received on-site assistance. The surveys will be designed to evaluate the effectiveness of the Consultation Service process, specifically regarding the injury and illness prevention program evaluation.

If you have any questions about the FFY 2004 Annual Performance Plan for the Cal/OSHA Program, please speak with your supervisor or manager, or you can call Vicky Heza at (714) 939-8093 or Dave Bare at (916) 263-5765. Thank you.

TABLE

FFY 2004 ANNUAL Cal/OSHA PERFORMANCE GOALS

STRATEGIC GOAL 1:	IMPROVE WORKPLACE SAFETY AND HEALTH
Performance Goal 1.1	CSHIP
Performance Goal 1.2	High Hazard Employer Programs
Performance Goal 1.3	Young Worker Safety and Health
STRATEGIC GOAL 2:	CHANGE WORKPLACE CULTURE
Performance Goal 2.1	Educational Outreach to Agricultural Workers and Related Industries
Performance Goal 2.2	Eliminating Repetitive Motion Injuries
Performance Goal 2.3	Hispanic Worker Safety and Health
Performance Goal 2.4	Partnership Programs
STRATEGIC GOAL 3:	SECURE PUBLIC CONFIDENCE
Performance Goal 3.1	Fatality Investigation Response Time
Performance Goal 3.2	Customer Satisfaction